

## Admissions Policy 2024 - 2025

Frequency of review: Annual

**School published admission number 2024/25: 60**

**Number on roll (April 2025): 178**

All applications for September admissions to Writtle Infant School are dealt with through the School Admissions team at Essex County Council. To contact the ECC Admissions team, please call 0345 603 2200 or visit [essex.gov.uk/admissions](https://essex.gov.uk/admissions).

We are a 2-form intake school (60 places).

Please see the criteria for applications in the 2024/25 Admissions Policy, below.

There is no guarantee of a place for children living in the priority admission area.

In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex booklet);
2. Children with a sibling attending the school or Writtle Junior School;
3. Children living in the priority admission area;
4. Remaining applications.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override any of the above (other than Looked After Children).

### General admissions information

The Local Authority co-ordinates the school's applications for the normal admissions round and again, further information can be found at [essex.gov.uk/topic/admissions](https://essex.gov.uk/topic/admissions)

### Applications for Mid-Year places - from April 1st 2025

All applications for places, during the academic year, will need to be submitted directly to us, using the Mid-Year Application form.

Mid-year applications are any application for a school place made to a year group, apart from the September main round of admissions to our Reception year.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

## DEFINITIONS

### Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care because of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

### Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit, in the same family household and address, who attends the preferred school or partner school in any year group excluding year 6.

Biological and adopted siblings who attend the preferred school in any year group **excluding the final year** will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins will not be treated as siblings.

For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

### Distance Tie-Breaker Measurement

For admission purposes, the LA uses data provided by Ordnance Survey to measure straight line distances. The data is used to plot the co-ordinates of each individual property (the home address) which are referred to as address points. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for most of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant based on lots drawn by an independent professional not involved in admissions, except for twins, triplets etc.

### Waiting List

In the event of oversubscription, a waiting list is maintained in accordance with our admissions criteria. The waiting list will be maintained for all year groups and will close at the end of each academic year. If you have been refused a place but still want a place you will have to contact Writtle Junior School directly to put your child's name on the waiting list. Parents/Carers are not told where they stand on the

waiting list as waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is possible, therefore, that a child's position on a waiting list could move down as well as up as each added child will require the list to be ranked again in line with the oversubscription criteria. Parents/Carers may only be advised of the perceived likelihood of a place becoming available. When a place in any class becomes available the waiting list is scrutinised and the child who is in the highest category (according to the admissions criteria) will be offered that place (in writing). If a place is declined the place can be offered to the next child on the list (as previously determined).

### **The Right of Appeal**

You have the right of appeal for any school named on your application that has not offered your child a place, including schools named as a lower preference than the school offered. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)